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ABSTRACT

This document contains a list of vocational teacher education modules. The modules are grouped into ten categories as follows: (1) program planning, development, and evaluation; (2) instructional planning; (3) instructional execution; (4) instructional evaluation; (5) instructional management; (6) guidance; (7) school community relations; (8) student vocational organization; (9) professional role and development; and (10) coordination. Titles of the modules are included in each category, along with the identification numbers of the performance elements which form the basis of each module. (JD)

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PB0306

Performance-Based Teacher
Education Project
AACTE

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SP 011 380

LISTING OF PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULES

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PERFORMANCE-BASED CURRICULA PROGRAM
THE CENTER FOR VOCATIONAL EDUCATION
The Ohio State University • 1960 Kenny Road • Columbus, Ohio 43210

OCTOBER, 1974

LISTING OF PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULES

The Center for Vocational Education (CVE) pursuant to a contract with the National Institute for Education and in cooperation with the Department of Practical Arts and Vocational-Technical Education of the University of Missouri-Columbia, and the Division of Vocational, Adult, and Community College Education of Oregon State University, and the vocational education divisions of their respective state departments of education developed 118 Professional Vocational Teacher Education Modules. They are currently being revised by CVE staff based on the feedback obtained from preliminary testing. The modules which are appropriate for preservice and in-service are grouped into ten categories as follows:

A. Program Planning, Development, and Evaluation
B. Instructional Planning
C. Instruction-Execution
D. Instruction-Evaluation
E. Instructional Management
F. Guidance
G. School Community Relations
H. Student Vocational Organization
I. Professional Role and Development
J. Coordination

On the following pages are tentative titles of the modules included in each category, along with the identification numbers of the performance elements which form the basis of each module. The inventory of 384 performance elements of vocational teachers and teacher coordinators earlier identified in the Center Project, Model Curricula for Vocational and Technical Teacher Education,[1] serve as the foundation for module development and revision.

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[1]Cotrell, Calvin J., Chase, Shirley A., and Molnar, Marilyn J. Model Curricula for Vocational and Technical Teacher Education: Report No. V--General Objectives, Set II. Columbus, Ohio: The Center for Vocational and Technical Education, September, 1972.

PB 0306

Category A
PROGRAM PLANNING, DEVELOPMENT, AND EVALUATION
Module Numbers and Titles

Module	Performance Elements	Title
A-1	1, 2, 3	Pre-Plan a Community Survey
A-2	4, 6, 7, 8	Involve Local and State Agencies in a Community Survey
A-3	5, 12	Develop Materials and Procedures for Conducting a Community Survey
A-4	9, 10, 14, 15	Involve the Steering Committee and School Personnel in a Community Survey
A-5	11, 13	Develop Public Awareness of a Community Survey
A-6	16, 17, 31, 4.4	Collect and Analyze Community Survey Data
A-7	18, 19	Report the Findings of a Community Survey
A-8	20-24	Establish an Advisory Committee
A-9	25-29	Maintain an Advisory Committee
A-10	30, 34-38	Develop Vocational Education Program Offerings
A-11	32, 33	Analyze an Occupation
A-12	39	Write Student Performance Objectives for the Vocational Education Offerings
A-13	40-45	Develop Long Range Vocational Education Program Plans
A-14	46-48	Conduct a Student Follow-Up Study
A-15	49, 50, 51	Identify Needed Improvements Through Your Vocational Education Program Evaluation

Category B
INSTRUCTIONAL PLANNING
Module Numbers and Titles

Module	Performance Elements	Title
B-1	52, 53, 54	Sequence Student Performance Objectives
B-2	55	Determine Needs and Interests of Students
B-3	56-61	Plan a Unit of Instruction
B-4	62-69	Write a Lesson Plan
B-6	70, 71, 72, 75	Select and Obtain Student Instructional Materials
B-7	73, 74, 76, 77, 78	Prepare Teacher Made Instructional Materials for a Lesson

Category C
INSTRUCTIONAL EXECUTION
Module Numbers and Titles

Module	Performance Elements	Title
C-1	79, 80	Conduct Group and Individual Field Trips
C-2	81, 95, 96	Conduct Group Discussions, Panel Discussions, and Symposiums
C-3	82, 97, 98	Stimulate Learning Through Brainstorming, Buzz Group and Question Box Techniques
C-4	83, 84	Direct Students in Instructing Other Students
C-5	85, 99	Employ the Techniques of Role Playing and Simulation
C-6	86, 91, 92, 117	Direct Student Study
C-7	87, 93, 94	Direct Student Laboratory Experience
C-8	88, 89	Direct Students in Applying Problem-Solving Techniques
C-9	90	Direct the Project Method
C-10	100	Introduce a Lesson
C-11	101	Summarize a Lesson
C-12	102	Employ Oral Questioning Techniques
C-13	103, 105, 107, 109	Employ Reinforcement Techniques
C-14	104, 106	Plan Instruction for Slower and More Capable Learners
C-15	108, 112, 113, 114	Present Information Through an Illustrated Talk
C-16	110	Demonstrate a Manipulative Skill
C-17	111	Demonstrate a Concept or Principle
C-18	115	Direct Individualized Instruction
C-19	116	Conduct Team Teaching
C-20	118, 130	Present Information with the Assistance of a Subject Matter Expert

Module	Performance Elements	Title
C-21	119, 120	Illustrate with Bulletin Boards and Exhibits
C-22	121, 136	Illustrate with Models, Real Objects and Flannel Boards
C-23	122, 123	Present Information with Overhead and Opaque Materials
C-24	124, 125	Present Information with Filmstrips and Slides
C-25	126, 127	Present Information with Films
C-26	128, 131	Present Information with Audio Recordings
C-27	129, 132	Present Information with Televised and Videotaped Materials
C-28	133, 134, 135	Direct Programmed Instruction
C-29	137, 138	Present Information with the Chalkboard and Flip Chart

Category D
INSTRUCTIONAL EVALUATION
Module Numbers and Titles

Module	Performance Elements	Title
D-1	139	Establish Criteria for Student Performance in a Vocational Education Program
D-2	142, 149, 150, 151, 152, 153, 156, 157, 158, 159, 160	Assess Student Cognitive Performance
D-3	142, 149, 156, 158, 159, 160	Assess Student Affective Performance
D-4	141, 144, 145, 146, 142, 157, 159, 160	Assess Student Psychomotor Performance
D-5	140, 147	Determine Student Grades in a Vocational Offering
D-6	148, 161, 162, 163 164	Evaluate Instructional Effectiveness

Category E
INSTRUCTIONAL MANAGEMENT
Module Numbers and Titles

Module	Performance Elements	Title
E-1	165, 166, 167	Project Instructional Resource Needs
E-2	168, 169, 170, 172, 173, 177	Prepare Vocational Budgets and Reports
E-3	171, 174, 175	Arrange for Expanding Facilities and for Receiving and Purchasing Special Items for the Vocational Program
E-4	176, 178, 179, 180, 181, 182	Maintain a Filing System
E-5	183, 185	Provide for the Safety Needs of Vocational Students
E-6	184	Provide for the First Aid Needs of Vocational Students
E-7	186, 187, 188, 189, 190, 191	Assist Students in Developing Self-Discipline
E-8	192, 193, 194, 195	Manage Equipment and Supplies in the Vocational Laboratory
E-9	196, 197, 198, 199 200, 201	Organize and Maintain the Vocational Laboratory

Category F
GUIDANCE
Module Numbers and Titles

Module	Performance Elements	Title
F-1	202-208	Assemble Student Data
F-2	209, 210, 212-216, 221	Relate to Students as Individuals
F-3	211, 219, 220, 227-231	Aid Students in Developing Educational and Career Goals
F-4	217, 218	Conduct Individual and Group Conferences
F-5	222-226	Cooperate with Colleagues and Outside Agencies in Meeting Student Needs
F-6	232-235	Assist Students in Applying for Employment or Further Education

Category G
SCHOOL-COMMUNITY RELATIONS
Module Numbers and Titles

Module	Performance Elements	Title
G-1	236-239	Develop a Plan for School-Community Relations
G-2	240,246	Give Presentations to School and Community Groups to Promote a Vocational Education Program
G-3	241	Provide Brochures to Inform the School and Community of the Vocational Education Program
G-4	242	Provide Displays and Exhibits in the School and Community on the Vocational Program
G-5	243	Prepare News Releases and Manuscripts to Promote the Vocational Program
G-6	244,245	Plan, Develop and Present Television and Radio Programs to Promote the Vocational Program
G-7	247	Conduct an Open House
G-8	249-256	Provide Service to and Maintain Liaison with Members of the Community
G-9	257, 258, 267-269	Cooperate with State and Local Educators
G-10	259-266	Obtain Feedback From the School and Community Concerning the Vocational Education Program

Category H
STUDENT VOCATIONAL ORGANIZATION
Module Numbers and Titles

Module	Performance Elements	Title
H-1	270, 271, 273-275	Establish a Student Vocational Organization
H-2	272, 277	Acquaint and Orient Prospective Members and Their Parents with the Student Vocational Organization
H-3	276, 278, 292, 293	Direct Initial Activities of the Student Vocational Organization
H-4	279.	Conduct a Leadership Training Session for the Officers of the Student Vocational Organization
H-5	280, 281, 284.1	Assist Students in Developing a Yearly Program of Work for the Student Vocational Organization
H-6	282	Assist Students in Advancing Within the Available Degrees in the Student Vocational Organization
H-7	283, 284.2	Supervise the Activities of the Local School Vocational Organization
H-8	285	Assist Students in Publicizing the Activities of the Student Vocational Organization
H-9	286, 287	Advise and Assist Students with Fund Raising and Financial Management
H-10	288	Maintain a File of Publications Available for the Student Vocational Organization
H-11	289	Supervise the Development of an Annual Handbook for the Student Vocational Organization
H-12	290	Supervise the Development of a Chapter Scrapbook for the Student Vocational Organization
H-13	291, 284.3	Evaluate the Student Vocational Organization
H-15	294, 295	Supervise Student Participation in Activities of the Student Organization on the District, State and National Levels
H-16	296, 297, 298	Assist with District, State, Regional and National Student Vocational Organization Contests

Category I
PROFESSIONAL ROLE AND DEVELOPMENT
Module Numbers and Titles

Module	Performance Elements	Title
I-1	299, 304, 318, 319	Keep Up-to-Date in Your Profession and in Your Occupational Specialty
I-2	300, 305-309	Serve the Profession
I-3	301-303	Establish and Maintain a Personal Professional Philosophy and Ethical Standards
I-4	310-312, 321, 322	Serve the School and Community
I-5	313-317, 320	Select, Obtain and Maintain a Job in Keeping with Your Professional Qualifications
I-6	323, 325,	Plan and Provide Laboratory Experiences for Prospective Teachers
I-7	324, 326, 330	Plan the Student Teaching Experience
I-8	327-329	Supervise Student Teachers

Category J
COORDINATION
Module Numbers and Titles

Module	Performance Elements	Title
J-1	331, 339, 341	Establish Criteria for Initiating a Cooperative Program
J-2	332-336	Identify and Enroll Prospective Student-Learners on the Basis of Selection Criteria and Data
J-3	337.1, 340, 342-345	Identify and Secure Prospective Training Stations on the Basis of Selection Criteria and Data
J-4	337.2, 337.3, 337.4, 338, 346, 347-350, 357	Place Student-Learners On the Job
J-7	351-353	Assist Employers in Meeting the Legal Requirements of a Training Station
J-8	354-356	Assist Student-Learners and Employers in Obtaining Reimbursement
J-10	359, 360, 365	Assist Training Station Personnel in Becoming More Effective Educators
J-11	362.1, 362.2, 362.3, 363	Plan the Supervision of On-the-Job Instruction
J-12	358, 361, 362.4, 362.5, 362.6, 364, 366-369	Supervise On-the-Job Instruction
J-13	370-372	Manage Student-Learner Absenteeism, Transfers and Termination in the Cooperative Vocational Education Program
J-14	373	Conduct an Employer-Employee Appreciation
J-15	374-378	Evaluate Students' On-the-Job Progress
J-16	379, 383, 384	Maintain Effective Related Instruction in Your Cooperative Vocational Education Program
J-17	380-382	Improve On-the-Job Instruction